

Thomas L. Sims Middle School

School Advisory Council

Bylaws

2019-2020

School Advisory Chairperson

Date

Emily D. Donalson
Principal

Date

**Thomas L. Sims Middle School
School Advisory Council
Bylaws**

Thomas L. Sims Middle School shall establish a School Advisory Council (SAC) to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement process, pursuant to Florida Statute requirements. The School Advisory Council shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its administrative or instructional staff.

I. Responsibilities, Duties, and Functions of the Council:

- A. Review the results of any needs assessments conducted by the school administration.
- B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as; the goals of the school, indicators of school and student progress, and strategies and evaluation procedures which are selected to measure student performance.
- C. Define adequate progress for each school goal. Obtain public input when defining adequate progress for school goals, negotiate the definition of adequate progress with the School Board, and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
- D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
- E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
- G. Serve as a resource for the principal in matters pertaining to the school program.
- H. Provide input on the school's annual budget and approve the use of school improvement funds.
- I. Determine the programs and projects to be funded by the school improvement funds. School improvement funds may not be used for capital improvements, nor may they be used for a project or program that has duration of more than one year; however, a school advisory council may independently determine that a

program or project formerly funded may receive funds for subsequent years. A school principal may not override the recommendations of the school advisory council for the expenditure of school improvement funds.

- J. Make recommendations on the waiver of Florida Statutes or State Board of Education Rules, which allow school personnel to establish innovative educational practices and methods.
- K. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- L. Act as a liaison between the school and the community.
- M. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by Florida Statutes.
- N. Identify other duties and functions of the School Advisory Council.

II. Composition of the Council:

- A. Council members shall include the principal and an appropriately balanced number of teachers, education support employees, students (if appropriate), parents, and business and community representatives. A majority of the members must be persons who are not employed or contracted employees of the Santa Rosa School Board.
- B. Members shall be representative of the ethnic, racial, and economic community served by the Council.

III. Selection of Council Members:

- A. The teachers, educational support employees, students (if appropriate), and parents shall be elected by their respective peer groups.
- B. Business and community members shall be selected by the Council from a list of nominees prepared by the principal.
- C. The principal shall submit the list of Council members to the Superintendent for review at the appropriate time (set by the School Board) each school year, to determine compliance with School Board Policy.

IV. Council Membership:

- A. The School Advisory Council shall have a minimum of fifteen (15) members.
- B. The following groups shall be represented on the council:
 - 1. School administration

2. Instructional staff
 3. Educational support staff
 4. Parents
 5. Business and community representatives
- C. Proportionate representation from each peer group shall achieve an appropriate balance of members, as listed below:
1. School administration - principal
 2. Instructional staff - a minimum of 3 members (to include current grade level chairs,
 3. Educational support staff - a minimum of 1 member
 4. Parents - a minimum of six (6) members shall be elected by ballot as their positions become available two per grade level.
 5. Business and community representatives -a minimum of two (2) members.
 6. If the regular election procedures fail to provide the proper representation of our ethnic, racial, or economic community, the principal may nominate parents and/or business representatives to provide the proper balance of representation for SAC approval.
- D. Length of terms for members:
1. School administrator - continuous term
 2. Instructional staff – 1-2 years
 3. Educational support staff - 2 years
 4. Parents - The 8th-grade representatives shall serve one-year term; the 7th grade (and, if appropriate, the special area programs) representatives shall serve two-year term, and the 6th grade representatives shall serve three-year term.
 5. The business/community members shall serve two-year terms but may be re-selected by the principal and approved by the Council.

V. Officers:

- A. The officers of the School Advisory Council shall include:
 1. Chairperson
 2. Vice-chairperson
 3. Recording Secretary
- B. The officers shall be elected at the first advisory council meeting each year. The term of office shall be one year. (Members may be elected to the same office for consecutive years.)
- C. The School Advisory Council officers shall be subject to maintaining records as required by Florida Statutes. All meetings must have minutes recorded.

VI. Meetings:

- A. The School Advisory Council shall schedule a minimum of four meetings each school year, in accordance with school board guidelines. The Council shall determine the date, time, and place of the meetings, as appropriate. Meetings should be scheduled when all stakeholders can attend.
- B. An agenda for each meeting shall be established at least seven days prior to the meeting. The agendas shall be kept in the front office and shall be available for public viewing, during the week before a scheduled meeting.
- C. The School Advisory Council meetings shall be advertised at least seven days in advance of each meeting. The means of advertisement shall include a school newsletter, notes home with students, school marquee, and/or the local newspaper.
- D. All Council members will receive written notification of at least three days when a matter requiring a vote is to be proposed to the Council. Votes may only be taken if a quorum (majority of the membership) is present.
- E. All School Advisory Council meetings shall be open to the public and subject to Florida Statute requirements.
- F. Minutes of each meeting shall be recorded.
- G. Members with two consecutive unexcused absences from a properly noticed meeting may be replaced.

The following section (subsection VI. G., #1.a, b, c & 2, was included through a Bylaw revision during the 1718 school year at the February School Advisory Council meeting as reflected in meeting minutes.

1. In the event that a member must be replaced for any reason, the SAC will abide by the following procedures.

a. Replace Principal, GL/SA Chair:

The new faculty or staff member assuming that role will assume the position on the School Advisory Council.

b. Replace Parent Representatives

The SAC will refer back to the original voting ballot from the initial SAC selection process held earlier in the year and chose the next candidate with the highest number of votes. If another candidate is not clearly evident (ex: there was a tie or another candidate did not exist), an election will take place following the election guidelines outlined in the bylaws and school board policy 2.30.

c. Business and Community Representatives

The replacement Business and Community Member will follow the same procedures as in the beginning of the year. They will be

selected by the principal and approved by the School Advisory Council.

2. Any SAC leadership vacancies resulting from a vacant position will be filled by the board through nomination and voting once the vacancy has been filled.

VII. Revision and Approval of Bylaws:

- A. Bylaws may be revised when members of the School Advisory Council mutually agree upon such revisions.
- B. Proposed revisions may not supersede School Board Policy or Florida Statutory requirements.
- C. Revised bylaws must be submitted to the School Board for approval prior to implementation.